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PUBLIC SCHOOL WRITING COURSE

Business Forms

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W. Kinade

COPY EACH FORM TWICE IN SPACE BELOW IT.

Hamilton, January 1, 1889

Mr. S. R. Williams,

Bought of D. E. Mason.

Hamilton January 1, 1889.

Mr. S. R. Williams

Bought of D. E. Mason.

Ottawa. Jan. 10. 1889.

Mr. Henry F. Gorman,

To C. I. Pearce & Co.

Ottawa Jan. 10, 1889.

Mr. Henry F. Gorman,

To C. I. Pearce & Co.

Ottawa Jan. 10, 1889.

Mr. Henry F. Gorman

To C. I. Pearce & Co

TORONTO, January 1, 1889.

Mr. A. B. Smith,
164 Church St.

BOUGHT OF R. H. EAVENS & SON,

Dealers in Staple and Fancy DRY GOODS.

5	Yds	Scotch Tweed	1 20	6	00
2½	"	English Tweed	1 00	2	50
2	"	Farmer's Satin	50	1	00
1¼	"	Silesia	25		32
1½	"	Grey Canvas	20		30
1	"	Hair Cloth			60
3	sheets	Wadding	5		15
2	doz.	Buttons	35		70
4	skeins	Silk Thread	5		20
8	yds.	Red Flannel	35	2	80
10	"	Grey "	32	3	20
2	prs.	Kid Gloves	1 25	2	50
			$	20	27

Received Payment,
Feb. 24, 1889.
R. H. Eavens & Son.

"Paid" is frequently used instead of "Received Payment."

TORONTO, January 1, 1889

Mr. A. B. Smith

164 Church St,

BOUGHT OF R. H. EAVENS & SON,

Dealers in Staple and Fancy DRY GOODS.

5	Yds	Scotch Tweed	1 20	6 00
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1½	"	Grey Canvas	20	30
1	"	Hair Cloth		60
3	sheets	Wadding	5	15
2	doz.	Buttons	35	70
4	skeins	Silk Thread	5	20
8	yds.	Red Flannel	32	3 80
10	"	Grey "	32	3 20
2	prs.	Kid Gloves	1 25	2 50
				8 20 27

Received Payment

Feb. 24, 1889.

R. H. Eavens & Son.

HAMILTON, Feb. 1, 1889.

Mr. E. K. Davis.

TO TAYLOR & MOORE.

DEALERS IN FAMILY GROCERIES.

1889

Feb.	2	To 3 lbs	Japan Tea	60	1	80
"	10	" 10 "	Crushed Sugar	9		90
"	17	" 4 "	Japan Tea	60	2	40
"	25	" 1 box	Layer Raisins		3	25
Mar.	3	" 2 doz.	Oranges	30		60
"	11	" 3 cans	Salmon	15		45
"	16	" 2 lbs.	Black Pepper	30		60
"	22	" 3 gal	Standard Syrup	50	1	50
Apr.	1	" 1 lb.	Ground Ginger			32
"	6	" 5 "	Prunes	20	1	00
"	21	" 4 doz.	Nutmegs	15		60
"	28	" 3 pkgs.	Baking powder	10		30
				$	13	72
		May 1st 1889.	By Cash. T. & M.		3	72
			Balance due	$	10	00

Paid June 1st 1889.
Taylor & Moore.

HAMILTON, Feb. 1. 1889.

Mr E. K. Davis

TO TAYLOR & MOORE,

DEALERS IN FAMILY GROCERIES.

1889						
Feb.	2	To 3 lbs.	Japan Tea	60	1	80
"	10	" 10 "	Crushed Sugar	9		90
"	17	" 4 "	Japan Tea	60	2	40
"	25	" 1 box.	Layer Raisins		3	25
Mar.	3	" 2 doz.	Oranges	30		60
"	11	" 3 cans.	Salmon	15		45
"	16	" 2 lbs.	Black Pepper	30		60
"	22	" 3 gal.	Standard Syrup	50	1	50
Apr.	1	" 1 lb.	Ground Ginger			32
"	6	" 5 lbs.	Prunes	20	1	00
"	21	" 4 doz	Nutmegs	15		60
"	28	" 3 pks.	Baking powder	10		30
					$ 13	72
			May 1st 1889, By Cash, T. & M.		3	72
			Balance due		$ 10	00

Paid June 1st 1889.
Taylor & Moore.

Ottawa, June 1, 1889.

Mr. S. L. Graham

To M. A. Knight Dr.

Apr	4	3 days	Digging Drain	2	00	6	00
"	22	20 "	Bricklaying	2	75	55	00
"	"	10 "	Sodding Lawns	2	00	20	00
"	"	6 "	at Flower Beds	2	00	12	00
"	"	800 feet	Lumber			18	50
"	"	4 days	on Slat Walks	2	50	10	00
May	1	5 "	Team and Driver	4	00	20	00
"	"	2 "	Horse & Cart	3	25	6	50
"	"	2 bbls	Lime	1	00	2	00
"	"	3 "	Cement	1	50	4	50
"	"	10 loads	Sand		30	3	00
"	31	3 days	Trimming Trees	2	00	6	00
"	"	7 "	Making Garden	2	00	14	00
						$ 177	50
		7th June 89.	By Cash M. A. K.			50	00
			Balance			$ 127	50
		1st July 89.	Settled by Note.				
			M. A. Knight.				

Ottawa, June 1, 1889.

Mr. S. L. Grahm

To M. A. Wright Dr.

Apr	4	3 days	Digging Drain	2	00	6 00
"	22	20 "	Bricklaying	2	70	55 00
"	"	20 "	Sodding Lawns	2	00	20 00
"	"	6 "	at Flour Beds	2	00	12 00
"	"	800 feet	Lumber			18 50
"	"	4 days	on Sat Walks	2	50	10 00
May	1	5 "	Team and Drivers	4	00	20 00
"	"	2 "	Horse & Cart	3	25	6 50
"	"	.2 bbls.	Lime	1	00	2 00
"	"	3 "	Cement	1	50	4 50
"	"	10 loads	Sand		30	3 00
"	31	3 days	Trimming Trees	2	00	6 00
"	"	7 "	Making Garden	2	00	14 00
					$	177 50
		7th June 89.	By Cash M.A.W.			50 00
			Balance		$	127 50

1st July 89. Settled by Note.

M. A. Wright.

1889		Peter Cooper	Dr.		Cr.	
Jan.	3	To 4 prs Chickens	50	2 00		
"	17	" 3 bags Potatoes	75	2 25		
Feb.	4	" 1 ton Hay		16 00		
"	"	By 15 lbs Brown Sugar	7		1 05	
Mar.	15	" 20 " G. H. Tea	60		12 00	
"	31	By Balance			7 20	
				20 25	20 25	
Apr.	1	To Balance brought down		7 20		
"	5	" 10 lbs Butter	25	2 50		
"	19	By 5 " Rice	10			50
May	3	To 1 bbl Cider		1 50		
"	27	" 4 bush. Corn	55	2 20		
June	22	By 6 lbs. Raisins	13			78
		By Balance			12 13	
				13 40	13 40	
July	1	To Balance brought down		12 13		

1889		Peter Cooper		Dr.	Cr.
Jan.	3	To 4 prs. Chickens	50	2 00	
"	17	" 3 bags Potatoes	75	2 25	
Feb.	4	" 1 ton Hay		16 00	
"	"	By 15 lbs Brown Sugar	7		1 05
Mar.	15	" 20 " Y. H. Tea	60		12 00
"	31	By Ballance			7 20
				20 25	20 25
Apr	1	To Balance brought down		7 20	
"	5	" 10 lbs. Butter	25	2 50	
"	19	By 5 " Rice	10		50
May	3	To 1 bbl. Cider		1 50	
"	27	" 4 bush. Corn	55	2 20	
June	22	By 6 lbs. Raisins	13		78
		By Balance			12 12
				13 40	13 40
July	1	To Balance brought down		12 12	

1889

Jan	1	Cash in hand	20 50			
"	3	School Books 1.40 Boy's Hat 1.25			2	65
"	4	2 bush. Potatoes .50 Ton Coal 6.30			7	30
"	8	4 lbs. Beef .50 1 pr. Boots 4.25			4	75
"	"	Milk Bill .45 Bread Bill .60			1	05
"	"	Miss Wages	16 50			
					15	75
		Balance			21	25
			37 00		37	00
Jan	5	Balance brought down	21 25			
"	10	2 doz. Eggs .50 Groceries 3.20			3	70
"	12	Turkey 1.10 5 lbs. Beef .60			1	70
"	13	50 lbs. Flour 1.20 10 yds. Cotton .80			2	00
"	14	2 " Coffee .60 Boy's Coat 4.50			5	10
"	15	Overcoat 7.50 Pair Rubbers .75			8	25
"	"	Miss Wages	16 50			
					20	75
		Balance			17	00
			37 75		37	75
Jan	15	Balance brought down	17 00			

1889

Jan.	1	Cash in hand	20 50	
"	3	School Books 1.40 Boy's Hats 1.25		2 65
"	4	2 bush. Potatoes 80 ton Coal 6.50		7 30
"	8	4 lbs. Beef 50 1 pr. Boots 4.25		4 75
"	"	Milk Bill 45 Bread Bill 60		1 05
"	"	Weeks Wages	16 50	
				15 75
		Balance		21 25
			37 00	37 00
Jan	8	Balance brought down	21 25	
"	10	2 doz. Eggs 50 Groceries 3.20		3 70
"	12	Turkey 1.10 5 lbs Beef 60		1 70
"	13	50 lbs Flour 1.20 10 yds Cotton 80		2 00
"	14	2 " Coffee 60 Boy's Coat 4.50		5 10
"	15	Overcoat 7.50 Pair Rubbers 75		8 25
"	"	Weeks Wages	16 50	
				20 75
		Ballance		17 00
			37 75	37 75
Jan.	15	Balance brought down	17 00	

Account Current.

(OR STATEMENT OF PERSONAL ACCOUNT.)

Messrs. A. M. Clark & Co

In Account with P. W. Ellis.

1889.									
Jan.	5	To	15	lbs.	Cut Nails	5		75	
"	"	"	2	No. 3	Coal Hods	70	1	40	
"	8	"	1	doz	Table Knives		3	50	
"	12	"	2	"	Picture Nails	25		50	
Feb.	8	"	1	"	Lamp Chimneys		1	15	
"	24	"	1	set	Dish Covers		5	30	
Mar.	7	"	2		Wire Bird Cages	1	40	2	80
"	28	"	5	gals	Coal Oil	24		1	20
May	13	"	1		Axe and Handle			1	25
June	29	"	1		French Coffee Pot			1	35	19	20
					— Cr. —						
Feb	9	By	1		Wire Bird Cage, ret'd			1	40		
"	22	"	2		Cords Wood	4	50	9	00		
Mar	2	"	4		Bags Chip Flax	1	10	1	40	11	80
					Balance due					$ 7	40

Brantford, July 1, 1889.

Messers A. M. Clark & Co. P. H. Ellis

1889

Jan	5	To	15 lbs.	Cut Nails	5	75	
"	"	"	2 No. 3	Coal Hods	70	1 40	
"	8	"	1 doz	Table Knives	.	3 50	
"	12	"	2 doz	Picture Nails	25	50	
Feb	8	"	1 "	Lamp Chimneys		1 15	
"	24	"	1 set	Dish Covers		5 30	
Mar	7	"	2 Wire	Bird Cages	1 40	2 80	
"	28	"	5 gals	Coal Oil	24	1 20	
May	13	"	1	Axe and Handle		1 25	
June	29	"	1	French Coffee Pot		1 35	19 20

Cr.

Feb.	9	By	1	Wire Bird Cage, ret'd		1 40	
"	22	"	2	Cords Wood		9 00	
Mar.	2	"	4	Bags Apples	1 10	4 40	14 80
				Balance due			$4 40

Brantford July 1, 1889.

Cash Account.

(BALANCED WEEKLY.)

1889		Cash.	Dr.		Cr.	
Mar.	1	Amount in hand	112	25		
"	"	Received for day's sales	33	40		
"	3	Paid for Stationery			4	20
"	"	Received for day's sales	74	60		
"	4	Paid Duty 116.32 Freight 12.65			128	97
"	"	Received for day's sales	94	30		
"	5	" " " "	118	42		
"	"	Paid clerk's wages			78	50
		Balance			236	40
			448	07	448	07
Mar.	7	Balance brought down	236	40		
"	8	Paid for goods			45	50
"	"	Received for day's sales	51	20		
"	9	Paid for cleaning stove			2	50
"	12	" clerk's wages			78	50
		Balance			141	50
			287	60	287	60
Mar.	14	Balance brought down	141	50		

☞ Merchants usually send customers who settle monthly, a Statement containing only the dates and amounts of the bills sent with goods purchased. Such statements imply that customers preserve original bills of items for reference in checking Monthly Statements.

ST. CATHARINES, Mar. 1, 1889.

Mr. D. L. Moody,

IN ACCOUNT WITH G. B. SMITH & CO.

Feb.	1	To Goods			23	10		
"	5	" "			40	65		
"	11	" "			4	30		
"	16	" "	340 ,	318	11	55		
"	17	" "			13	60		
"	22	" "			8	74		
"	23	" "	1120 ,	960	20	80		
"	25	" "			5	13		
"	26	" "			12	20		
"	28	" "			10	10		
							155	19
Mar	4	Settled by Cash			55	19		
		Note at 30 days for balance			100	00		
					155	19	155	19
		G. B. Smith & Co						

ST. CATHARINES,.....18

M.....

IN ACCOUNT WITH G. B. SMITH & CO.

Invoice of Mdse shipped Jardine & Co. Montreal, P. Q. per C. P. R. to be sold on our a/c.

2000 lbs	Hungarian Grass Seed	@	2	40	00
3500 „	Timothy Seed	@	05	175	00
1450 „	Red Clover Seed	@	10	145	00
565 „	White Clover Seed	@	30	169	50
	Steel & Keith.		$	529	50

Toronto, Jan 1st 1889.

ACCOUNT SALES

Account Sales of Grass Seed for a/c and risk of Steel & Keith, Toronto, Ont.

1889									
Feb.	1	1450 lbs	Red Clover Seed	30 days	11	159	50		
„	7	3500 „	Timothy Seed	„ „	6	210	00		
„	11	565 „	White Clover Seed	60 „	31	205	40		
„	18	2000 „	Hungarian Grass „	Cash	3	60	00	634	90
			Charges						
Jan.	7	Freight & Drayage				5	50		
Feb.	18	Storage & Advertising				10	75		
„	„	Commission 5 %				32	90	51	15
		Your net proceeds						583	75

Jardine & Co.

Montreal, Feb. 20, 1889.

ACCOUNT SALES.

1. NEGOTIABLE WITHOUT ENDORSEMENT.

$200. Kingston, June 1, 1859.

Two months after date, I promise to pay E. B. Smith, or bearer, two hundred Dollars, value received.

J. H. Smith

2. NEGOTIABLE BY ENDORSEMENT,—PAYABLE AT BANK.

$75.50 Belleville, Feb. 7, 1859.

Sixty days after date, I promise to pay G. C. Cawdron, or order, at the Merchants Bank, here, Seventy five ½ Dollars, value received

F. H. Morton

3. JOINT AND SEVERAL NOTE, BEARING INTEREST.

$400. Port Hope, June 4, 1859.

Four months after date we jointly and severally promise to pay P. S. Street, or order, Four Hundred Dollars, with interest at seven per cent value received.

H. S. Hampton

J. H. Dawson

COPY NOTES ON PRECEDING PAGE HERE.

1. FOR PAYMENT ON ACCOUNT.

St Thomas, Mar. 6, 1889.

Received from N C Young, One Hundred and Fifty-one Dollars, on account.

W. L. Builder.

2. IN FULL OF ACCOUNT.

London, Aug. 8, 1889.

Received from Geo. Williams, Seventy Five Dollars, in full of account.

L. L. Dawson.

3. IN FULL OF ALL DEMANDS.

Stratford, Feb 15, 1889.

Received from K. S Pearson, Ninety Two Dollars, in full of all demands.

J. W. Wilson & Co.

4. FOR A PARTICULAR BILL, PAID BY NOTE.

Brantford, Apr 21, 1889.

Received from C. Mackie, his note of this date, at three months, for Eighty $\frac{00}{100}$ Dollars, in payment for a horse sold him 1st inst.

Wm H. Campion.

Drafts.

1. SIGHT DRAFT.

$50. Montreal, June 15, 1859.

At sight, pay to the order of Geo. H. Smith, Fifty Dollars, and charge to account of

To R. E. Clark, Esq. P. O. Brown & Co.
Cobourg, Ont.

2. TIME DRAFT. Time reckoned from acceptance.

$200. Stratford, Jan. 13, 1859.

Sixty days after sight, pay to the order of Wm. Graham, Two Hundred Dollars, and charge to account of

To C. B. Leys, F. T. Summers.
Toronto.

3. TIME RECKONED FROM DATE.

$600. Belleville, July 27, 1859.

Four months after date, pay to the order of myself, Six Hundred Dollars, and charge to account of

To D. S. Blake, Esq. N. C. Wentworth.
Hamilton.

Peterborough, Jan. 6. 1887

Messrs. Murray & Co.

Please deliver to R. Reid or order,
Twenty Five bushels of oats, and charge to my
account.

J. Benson.

CHECKS.

1. NEGOTIABLE BY ENDORSEMENT.

No. 146. London, Feb. 17, 1889.

THE DOMINION BANK

Pay to Richard C. Jamieson or order
One Hundred and Sixty ——— Dollars.
$160.25

T. L. Warner.

2. NEGOTIABLE WITHOUT ENDORSEMENT.

No. 147. London, April 2, 1889.

THE MERCHANT'S BANK.

Pay to Peter A. Cooper or bearer
One Hundred and Five ——— Dollars.
$105.00

W. H. Taylor.

A B C D E F G H I K L M N
N O P Q R S T U V W X Y Z
aa bb cc dd ee ff gg hh ij kk ll m nn
nn oo pp qq rr ss tt uu vv w xx yy zz

aa bb cc dd ee ff gg hh ii kk ll m nn
oo pp qq rr ss tt uu vv w xx my zz ,.-

ABCDEFGHIJKLMNOP
QRSTUVWXYZ&.

a b c d e f g h i j k l m n o p q r s t u v w x y z.

This Indenture

made (in duplicate) the seventeenth day of January, in the year of our Lord one thousand eight hundred and eighty nine. In pursuance of the Act respecting Short Forms of Conveyances,

Between William Henry Sanderson, of the City of Montreal, Province of Quebec, of the first part, and George Francis Brewster, of the City of Toronto, Province of Ontario, of the second part;

Witnesseth that in consideration of ten thousand dollars of lawful money of Canada, now paid by the said party of the second part,

ABCDEFGHIJKLMNOPQRSTUV

WXYZ&abcdefghijklmnopqrstuvwxyz.

ONTARIO